

SANDY CITY
APPROVED POSITION CLASSIFICATIONS

- I. Position Title: Assistant City Attorney / Prosecutor Revision Date: 6/05
EEO Code: Professional
Status: Exempt (Law Professional)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the City Attorney, Deputy City Attorney, or City Prosecutor, performs civil and criminal law functions which require the application of professional judgement and skill.

III. Essential Duties

- Performs civil and criminal law functions for the city, including advising and consulting with the Mayor , department heads, municipal employees, City commission, boards, committees, and courts.
- Performs legal research including extensive analysis of legal positions.
- Determines and applies legal principles and precedents to problems and issues.
- Researches and updates case laws and statutes.
- Prepares ordinances, resolutions, contracts, leases, and other legal documents relating to civil practice.
- Prosecutes criminal cases including appeals to District Court and the drafting of legal documents such as informations, pleadings, motions, memoranda, arrest and search warrants and subpoenas.
- Initiates and prosecutes actions to protect the City's interests and defends the city in court, including preparation of pleadings and briefs, oral argument, trial, and settlement negotiations.
- May be assigned to advise the police or other departments of the city.

IV. Marginal Duties

- Miscellaneous office work.
- Screen cases for prosecution as directed.
- Perform other duties as assigned.

V. Qualifications:

Education: Juris Doctorate Degree, membership in the Utah State Bar, and admission to practice before all state courts and U.S. District Court are required.

Experience: Prior legal practice and familiarity with Sandy City, its government officials, and legal procedures is preferred but not required.

Knowledge of: Laws affecting municipalities and their employees, and rules of proper verbal and written communication.

Background History: Applicants must pass certain checks relating to their past activities as required for access to state and federal criminal history data bases. A drug test will also be required.

Responsibility for: Drafting documents for courts or City Departments; must take positions, make decisions and present the same with clarity and in a manner which will withstand court challenges; have moderate responsibility for making decisions in matters of serious financial or practical consequence or involving the welfare of lives and property.

Communication Skills: Ability to effectively counsel, persuade, and inform others, regarding city laws and operations, policies and needs, under close scrutiny of the public, press, political interests, courts and other agencies of government; respond impromptu, examine witnesses effectively, and argue persuasively, often under hostile and stressful circumstances. Relate positively and professionally with legal counsel, judicial, administrative, and legislative officials, press representatives, co-workers, police, and members of the general public; exhibit patience and empathy with persons holding hostile or opposing views; maintain professional confidences; constructively and creatively solve problems and resolve disputes; represent the City with decorum in a manner which promotes public confidence in the City, its officials and employees.

Tool, Machine, Equipment Operation: Frequent computer use is required with ability to operate personal computers including word processing and other software; use of copiers, scanners, printers, and fax machines is also required.

Analytical Ability: Great initiative and ingenuity is necessary; collect and rapidly assimilate facts; organize, analyze, and retain familiarity with large numbers of complex court cases; research effectively and require and retain familiarity with sophisticated and rapidly changing principles of law and apply principles to complex factual situations.

VI. Working Conditions:

Great pressure and fatigue are present in this position due to moderate exposure to stressful situations, overtime, and deadlines; constant attendance is required; work assignments are broad and performed with little or no supervision or checking; work is generally referred to supervisor only when judgment or policy questions arise.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any